

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SITE VISIT REPORT FORM
CHILD ABUSE TREATMENT (CHAT) PROGRAM**

GRANT NUMBER AT0740210	GRANT PERIOD 10/1/07 – 9/30/08	GRANT AMOUNT \$150,000
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(1) PROJECT TITLE:

Child Abuse Treatment Program (CHAT)

(2) IMPLEMENTING AGENCY:

Family Service Agency

(3) PROJECT DIRECTOR (include address and telephone number):

Kathryn Mitchell, Chief Deputy District Attorney

(4) PROJECT COORDINATOR:

Helen Donahey, Administrative Services Associate

PERSONS INTERVIEWED DURING SITE VISIT:

<u>DATE</u>	<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
1/24/08	Helen Donahey	Administrative Services Associate	Marin County District Attny Off.
1/24/08	Peggy Toth	D.A. Administrator	Marin County District Attny Off.
1/24/08	Kathryn Mitchell	Chief Deputy D.A.	Marin County District Attny. Off.
1/24/08	Betty Wood	Director	Family Services Agency in Marin
1/24/08	Michael Grogan, PhD.	Project Director	Family Services Agency Marin

Claire Wimbley-Brown

Signature of OES Project Specialist

01/24/2008

Date

Signature of Project Representative

Date

Section Chief's Initials: GM

SITE VISIT REPORT FORM

I. PROGRAMMATIC REVIEW

A. General

EXIT FINDING

YES NO N/A

1. OPERATIONAL DOCUMENTS

DO THE PROJECT STAFF HAVE A CURRENT HARD COPY OF OR THE ABILITY TO ACCESS ONLINE:

- the OES Recipient Handbook?

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DO THE PROJECT STAFF HAVE A CURRENT HARD COPY OF:

- the Grant Award Agreement?

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2. PROGRAM GOALS AND OBJECTIVES

Review the goals and objectives of the program and the programmatic requirements of the grant award agreement. Do the project staff understand the goals and objectives of the program and the programmatic requirements of the grant award agreement?

If no, explain.

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3. PROJECT OBJECTIVES

Review the project's progress in accomplishing its objectives.

- A. Is the project staff accomplishing its objectives consistent with the terms of the grant award agreement?

If no, explain.

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- B. Do the project staff need to submit OES Form 223 to modify their grant objectives?

If yes, explain.

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The recipient's goals may be exceeded and will possibly submit a modification in July.

4. PROGRESS REPORT

Review the OES Progress Report. Do the project staff understand the Progress Report requirements?

If no, explain.

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I. PROGRAMMATIC REVIEW

A. General (Continued)

EXIT FINDING

YES NO N/A

5. SOURCE DOCUMENTATION-Programmatic

Do the project staff understand they must maintain a record keeping and data collection process that will accurately support the project's reported data on the OES Progress Report form?

If no, explain.

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Review the project's file system and data collection process.

6. MONITORING PROCESS

Review the monitoring process. Do the project staff understand the standards by which it will be monitored?

[Recipient Handbook Section 10400]

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7. OPERATIONAL AGREEMENTS

Does the project have current Operational Agreements as required by the Grant Award Agreement?

If no, explain.

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The recipient have a referral process in place for clients to undergo SART's if necessary.

8. BOARD RESOLUTION

Does the project have a resolution on file as required by the Grant Award Agreement?

If no, explain

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9. ORGANIZATIONAL CHART

Review the organization chart. Are the reporting lines of authority as stated in the Grant Award Agreement?

If no, explain.

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SITE VISIT REPORT FORM

II. PROGRAMMATIC REVIEW

B. Objectives/Requirements

EXIT FINDING

YES NO N/A

10. PROJECT STAFF DUTIES

Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

If no, explain.

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Do the project staff need to submit OES Form 223 to modify its grant objectives?

If yes, explain.

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Objective A, providing psychotherapy services to 45 clients may possibly be exceeded. The recipient will submit a modification in July if they will exceed objective.

A. Does the project provide one-on-one therapeutic services by licensed clinicians?

If no, explain.

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B. Does the project provide assistance in filing application for Victim Compensation?

If no, explain.

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C. Does the project provide assistance, advocacy and support during judicial proceedings?

If no, explain.

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D. Does the project use volunteers?

If no, explain.

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E. Have all employees/volunteers completed the required background checks?

If no, explain.

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Volunteers and employees under DOJ and FBI background checks. FSA doesn't physically file clearances, but keeps a checklist to show who have had checks performed.

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III. PROGRAMMATIC REVIEW

B. Objectives/Requirements (continued)

EXIT FINDING

YES NO N/A

- F. Do the project staff have documentation supporting the completion of the required checks?
- ☒ ☐ ☐
- Reference Checks
 - Criminal Background Check (if staff/volunteers have resided in California for less than 3 years, out-of-state criminal history checks are also required)
 - ~~Child Abuse Central Index Checks~~
 - Department of Motor Vehicle Checks

If no, explain.

- G. Have volunteers completed the required training prior to client contact?

If no, explain.

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II. ADMINISTRATIVE REVIEW

EXIT FINDING
YES NO N/A

1. RECIPIENT HANDBOOK

Thoroughly review and familiarize the Fiscal Officer and the Project Director with the utilization and purpose of the Recipient Handbook.

A. Do the project staff understand the grant is governed not only by the policy requirements of the Recipient Handbook, but also the grant proposal instructions?

(1) Fiscal Officer/Representative

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(2) Project Management Representative

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B. Do the project staff understand the requirements of the grant proposal instructions supersede the requirements of the Recipient Handbook?

(See Recipient Handbook Introduction Section)

(1) Fiscal Officer/Representative

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(2) Project Director/Representative

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Specify Name of Fiscal Officer/Representative: Peggy Toth

Specify Name of Project Director/Representative: Kathryn Mitchell

2. OES FORMS

Review the preparation of OES forms for Grant Award Modification (OES Form 223) and Request for Payment (OES Form 201). Do the project staff understand how to complete and submit these forms to OES? (*Instruct the project staff on the procedure to obtain a supply of forms from OES.*)

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3. WRITTEN PERSONNEL POLICIES

Do the project staff have access to written personnel policies as required.
[Recipient Handbook Section 2130)

If no, explain.

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Marin County staff have access via intranet. FSA staff receive a personnel handbook upon hiring and sign for the binder.

4. FUNCTIONAL TIMESHEETS

Do the project staff understand they must maintain functional timesheets for each grant-funded position, which have been signed by the supervisor?

If no, explain. [Recipient Handbook Section 11331)

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CHAT program staff use a CHAT designated time sheet to capture time.

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II. ADMINISTRATIVE REVIEW (Continued)

EXIT FINDING
YES NO N/A

5. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction?

If no, explain.

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6. MATCH REQUIREMENTS

A. Does the project have a match requirement?

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C. Do the project staff understand the difference between cash and/or in-kind match?

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D. Does the project have supporting documentation to substantiate the required match?

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If no, explain.

Marin County and FSA both keep well organized financial documents to support match. Match is met both cash by FSA and in-kind via use of volunteers.

7. EQUIPMENT

Do the project staff understand the following:

A. They must maintain an inventory of all equipment purchased with OES grant funds.

[Recipient Handbook Section 2300]

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FSA keeps all purchase orders of equipment together in a file cabinet.

B. All equipment purchased with OES grant funds must be utilized in accordance with the grant award agreement?

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PCIT equipment purchased with VOCA 05 augmentation funds.

C. The transfer of property title procedures?

[Recipient Handbook Section 2380]

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II. ADMINISTRATIVE REVIEW (Continued)

EXIT FINDING

8. STATE/FEDERAL ADMINISTRATIVE REQUIREMENTS [Grant Proposal Instructions]

YES NO N/A

Do the project staff understand they are required to have:

- A. A current Equal Employment Opportunity (EEO) policy statement posted at the site?
[Recipient Handbook Section 2151]

If no, explain.

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- B. A current poster entitled "Harassment or Discrimination in Employment is Prohibited by Law" posted at the site?
[Recipient Handbook Section 2151.5]

If no, explain.

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- C. A current Drug Free Workplace policy statement on file signed by the employee?
[Recipient Handbook Section 2152]

If no, explain.

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9. COMMUNITY BASED ORGANIZATION (CBO) ONLY:

Does the project have filed on-site the required CBO bonding?
[Recipient Handbook Section 2160 - Does not apply to public agencies or American Indian Tribes and/or Organizations on a reservation or catchment area.]

If no, explain.

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10. SOURCE DOCUMENTATION-Fiscal [Recipient Handbook Section 11000]

Do the project staff understand they must maintain a record-keeping system which will accurately support costs claimed on OES Form 201, Request For Payment?

If no, explain.

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Both Marin County and FSA keep well organized files to support costs claimed to OES for reimbursement.

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II. ADMINISTRATIVE REVIEW (Continued)

EXIT FINDING
YES NO N/A

11. PROJECT EXPENDITURES

- A. Is the project's expenditure rate commensurate with the elapsed period of the grant?

If no, explain.

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- B. Are the project's expenditures being made in accordance with the terms of the grant award agreement?

If no, explain

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- C. Do the project staff need to submit a budget modification, Grant Award Modification Request (OES Form 223)?

If yes, explain.

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Objective A, B, and C may need to be modified. Recipient will submit a modification in July if necessary.

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IV. PROGRAMMATIC AND ADMINISTRATIVE REVIEW

(Specific to statute and/or Operational Requirements.)

PROGRAMMATIC REVIEW

Marin County District Attorney's Office appears to have a sound CHAT Program. The project is responsible for general project management, oversees the budget and fiscal reporting the CHAT Program. The project utilizes the victim witness advocates from the District Attorney's Office who work with the Clinical Program Director Dr. Michael Grogan, the Assistant Clinical Director Betty Wood, and with mental health practitioners at the Family Services Agency (FSA) to provide psychotherapy services and victim advocacy services to CHAT clients. FSA utilizes a total of 2.58 FTE mental health practitioners, a licensed Psychologist, a licensed Clinical Social Worker. The Project's grant objectives were exceeded. For fiscal year 2006-07 the goal and it is anticipated for FY 2007-08, FSA will provide around 77 clients psychotherapy services as well. During the CHAT fiscal year 2006-07, 77 child victims received psychotherapy services. FSA currently has an approved volunteer waiver, and utilizes .50 full time equivalent volunteer. FSA attributes the difficulty in coordinating volunteer efforts to recruitment efforts haven't been made to secure volunteers at 1.0 FTE to assist more with the program.

FSA provides direct services both in-home and on-site to CHAT clients. Marin County, if necessary, can have clients undergo forensic interviews and medical exams. FSA is equipped to conduct Parent-Child Interaction Therapy (PCIT); they have one PCIT therapy room with a double glass and audio visual equipment to conduct PCIT therapy services. The project utilizes therapists trained in PCIT. CHAT Clinician's at FSA, Shanette Williams and Maribel Lopez (bilingual MFT Intern), are not licensed clinicians; however, they will be submitting their hours for licensure in the very near future. The clinicians are supervised by a licensed MFT, Cyndee Borges O'Dell. The project's referrals come in through a variety of collaborative ways such as, local schools, community referrals, various police agencies of both county and city police; Turlock, Modesto and Oakdale Police and County Sheriff, Child Protective Services, and self made referrals from members of the community.

Some of the instruments the project uses to provide therapeutic services to child clients include Trauma Symptom Checklist for Children (TSCC); Parent Stress Index (PSI); Youth Satisfaction Survey (YSS); and Youth Satisfaction Survey Families (YSSF)

Overall the project is meeting the objectives.

ADMINISTRATIVE REVIEW

The project's administrative review is in compliance with the CHAT Program. CHAT Program employees have personnel files which are current and up to date and include copies of CHAT Program staff's licenses and degrees, documentation of supervised hours, reference checks, and documentation of special training received. CHAT Program staff and volunteers undergo thorough and extensive back ground checks including DMV checks, Department of Justice and Federal Bureau Investigation. These checks are not filed in the employee's/volunteer's main personnel files, but the FSA administrative analyst keeps a check list of which staff have had background clearances.. The project keeps functional timesheets signed off by the appropriate supervisor. The project has

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current personnel posters posted on site at both Marin County D.A. and FSA office. , as well as has a drug free workplace policy statement.

The project's record-keeping system for maintaining financial reviews is organized and readily available for viewing. The source documentation is kept on an Excel Spreadsheet and filed with all vouchers and purchase order documents to support expenses. These documents are filed in a locked file cabinet. FSA bills quarterly and will bill OES for the first quarter at the end of January. First quarter expenses are on target. It is not anticipated the project will need to submit a grant award modification to modify their budget. Additionally, it is anticipated the project will fully expend all grant funds prior to the end of the grant period.

ADDITIONAL COMMENTS

Present at the exit visit was Helen Donahey, Peggy Toth and Kathryn Mitchell. It was discussed the CHAT Program seems to be sound and documents are kept organized and readily available for viewing. It was suggested to have Dr. Michael Grogan's functional timesheets to be signed off by Kathryn Mitchell, his supervisor. For time sheet records reviewed during, FY 07 and FY 06 CHAT Program, Dr. Grogan's timesheets were not signed. Kathryn Mitchell agreed to sign his timesheets.

Additionally, it was suggested the project submit a grant award modification around July if grant objectives will be exceeded, as they were in the CHAT FY 06-07. Project agreed to submit a grant award modification in July if necessary.